

CA - PMM

Project Name: Document Management and Imaging

OCIO Project #:

Department: CGCC, CA Gambling Control Commission

Revision Date: 7/23/09

Concept Statement

Description

Brief description of the proposed project:

Allows for digital document storage and file management in a collaborative manner. Reduces paper storage, increases document search capabilities and security and integration to other technologies.

Need Statement

High Level Functional Requirements:

Digital document storage and file management system.

What is Driving This Need?

Internal customers would like to the ability to search current paper documents and reduce the space allocated to boxes and paper files.

Risk to the Organization if This Work is Not Done:

None

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Benefit Statement

Intangible Benefits

Process Improvements (describe the nature of the process improvement):

Increased efficiency

Other Intangible Benefits:

None

Tangible Benefits

Revenue Generation (describe how revenue will be generated):

None

Cost Savings (describe how cost will be reduced):

Potential to increase efficiency and reduce research time/costs (minimal cost savings).

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Cost Avoidance (describe the cost and how avoided):

None


Risk Avoidance (describe the risk and how avoided):

None

Improved Services:

Improved access to and maintenance of documents for internal customers.

Consistency

"No" Responses 		Rationale	Action Required
Enterprise Architecture	Yes		
Business Plan	Yes		
Strategic Plan	Yes		

Impact to Other Agencies

Nature of Impact to Other Agencies

Agency:

Describe the nature of the impact:

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Solution Alternatives

Alternative 1:

Will know more when begin "Initiating Stage" and Feasibility Study

Technical Considerations for Alternative 1:

ROM Cost: to

Note: high end of range must not exceed 200% of low end of range

Alternative 2:

Technical Considerations for Alternative 2:

ROM Cost: to

Note: high end of range must not exceed 200% of low end of range

Alternative 3:

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Technical Considerations for Alternative 3:

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ROM Cost: to

Note: high end of range must not exceed 200% of low end of range

Recommendation

Comparison: EMC Documentum

Alternative 1	ROM Cost	Risk
	\$0 - \$0	
Alternative 2	ROM Cost	Risk
	\$0 - \$0	
Alternative 3	ROM Cost	Risk
	\$0 - \$0	

Conclusions:

1	
2	
3	
4	

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Recommendation:

Project Approach *(if known)*

System Complexity: High complexity			System Business Hours: <i>(e.g., 24x7, 9am-5pm)</i> :		
Architecture	<input type="checkbox"/> Mainframe	<input type="checkbox"/> Client Server	<input type="checkbox"/> Web Based		Num. of New Databases: <input type="text"/>
Technology	<input type="checkbox"/> New	<input type="checkbox"/> New to Staff	<input type="checkbox"/> In-House Experience		Interfaces: <input type="text"/>
Implementation	<input type="checkbox"/> Central Site	<input type="checkbox"/> Phased Roll-out _____			Num. of Sites: <input type="text"/>
M & O Support	<input type="checkbox"/> Contractor <input type="checkbox"/> Data Center <input type="checkbox"/> Project <input type="checkbox"/> In House				
Procurement Approach:					Number of Procurements: <input type="text"/>
Open Procurement?		Delegated Procurement?			
Scope of Contract	<input type="checkbox"/> Development <input type="checkbox"/> Implementation <input type="checkbox"/> M & O <input type="checkbox"/> Other: _____				
Anticipated Length of Contract:		_____ Years / _____ extensions for _____ years			